

INSTRUCTION GUIDE TO OBTAIN AN ORDER FOR DISCLOSURE

PURSUANT TO MINNESOTA STATUTE 491A and 550.011 (Judgment Debtor Disclosure):

If the case originated in District Court, unless the parties have otherwise agreed, if a judgment has been docketed in District Court for at least thirty (30) days, and the judgment is not satisfied, the District Court in the County in which the judgment originated shall, upon request of the judgment creditor, proceed to the Disclosure process. If the case originated in Conciliation Court, the thirty (30) days does not apply. The judgment must be docketed and not satisfied to proceed to the disclosure process.

1. If your case originated in District Court, your judgment must have been docketed in the District Court for at least thirty (30) days. If your case originated in Conciliation Court, your judgment must be docketed in District Court. You will be mailed a notice with the docketing date.
2. Complete all information on **BOTH** the **REQUEST** and the **THREE ORDERS**. The only areas you **do not complete** are the signature/date areas at the lower right of the Order and the very bottom of the Order. Please note forms and instructions are available on our website at <http://www.mncourts.gov/district/4> (light blue box - left hand side - click on forms).
3. Use the **District Court** file number. This number was assigned when you filed your case from Conciliation Court into District Court. **NEVER USE THE CONCILIATION COURT FILE NUMBER.**
4. Print all information clearly and legibly using a ball point pen.
5. Orders can only be sent to an individual person:
 - If there are **joint defendants**, you must submit **ONE** Request and **THREE** Order forms for **EACH** person. Do not use titles such as Mr., Mrs., Rev., etc. First names are required.
 - If the debtor is a business or company, you **MUST** indicate the name and title of an officer/authorized person. For example: ABC Co. c/o Joe Doe, President. ** State Law does not permit orders being served directly upon a company. **
6. Return forms along with a check for \$5.00 for **EACH** request, payable to:

District Court Administrator
Civil Filing Department
MC 332 Government Center
Minneapolis, MN 55487-0332
7. The Court will process your papers and return a copy of the Disclosure Order to you indicating the date the Order was mailed.
8. Please wait sixteen (16) days after you have received your copy of the Disclosure Order. If there has been no response to you and if you have not been notified by the Court that the Post Office has returned the other parties copy as "undeliverable", then you **may proceed with the Order to Show Cause**. Go to the Civil Filing Counter on the 2nd floor (PSL) of the Government Center for the forms and instructions. This procedure requires the signature of the signing Judge and needs to be done between the hours of 9:00 a.m. to 12:15 p.m. and 1:30 p.m. to 4:30 p.m. Monday through Friday by coming in person to the court – not through the mail.